



EXTERNAL ADVERTISEMENT NOTICE 13/2024

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

THEMBELIHLE MUNICIPALITY

MUNICIPAL MANAGER: HOPETOWN/STRYDENBURG MUNICIPAL AREA
(Coincide with the current Council to a maximum of one year after the inauguration of the new Municipal Council)

The successful applicant shall be the Head of Administration and also the Accounting Officer. As Municipal Manager you will be responsible for the overall management of the Municipality to ensure that efficient and effective services are delivered to all the inhabitants of Thembelihle Municipality.

A. ESSENTIAL REQUIREMENTS:

- A Bachelor degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent.
- At least 5 years' experience at senior management level.
- A proven record of successful institutional transformation within the public or private sector.
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management.
- Advanced understanding of council operations and delegation of powers.
- Thorough understanding of good governance and application of batho pele.
- Audit and risk management establishment and functionality.
- Budget and finance management.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).
- The ability to engage strategically with the Mayor and Councilors, communities and residents.
- An appreciation of the centrality of the Integrated Development Plan for effective service delivery.
- An aptitude for strategic / operational planning and implementation management, decision making leadership, innovation and motivation.

- Compliance with Municipal Regulations on Minimum Competency Levels, 2007 published under GG29967 of 15 June 2007, i.e Certificate in Municipal Financial Competency levels.
- Core Managerial and Occupational Competencies as prescribed in the Performance Regulations.
- Core competencies as set out in the Local Government: Regulations on Appointment and
- Conditions of Employment of Senior Managers, published under GN21 in GG37245 of 17 January 2014.
- Good computer skills
- A valid driver's license.

B. DUTIES AND RESPONSIBILITIES

- The overall management of the Municipality in order to ensure efficient and effective provision
- Promotion of economic growth
- Facilitation of social and economic development
- Long term sustainability of the Municipality
- Perform all functions, duties and responsibilities as contained in relevant local government legislation such as, but not limited to the Constitution, The Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Justice Act.
- Ensure streamlining of staff towards core basic service delivery.
- To drive the municipality towards a path of economic growth and sustainability
- To develop strategies to improve the capacity of the municipality, from human and economic perspective
- To provide strategic and ethical leadership and management to achieve the vision of the municipality;
- To develop and manage an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community;
- To take responsibility over billing and collection of income and management and control of expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation;
- To ensure better and cost-effective management of the provision of services to the local community in an efficient, sustainable and equitable manner;
- To facilitate appointment, training, discipline, retention and effective utilisation of staff as well as promotion of sound labour relations;
- To advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions;
- To ensure effective administration and implementation of the Municipality's bylaws and other legislation;
- To exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality;
- To facilitate participation by the local community in the affairs of the Municipality;

- To develop and maintain a system for the assessment of community satisfaction with municipal services;
- To represent the municipality at provincial, national and any other structures as it becomes necessary and required by council from time to time;
- To facilitate performance review of all senior managers and the staff in general
- To oversee the performance of any other function that may assigned by the Municipal Council and as Accounting Officer.

C. REMUNERATION

The remuneration package is an all-inclusive package as per Government Gazette No: 50737 of 30 May 2024.

D. Enquiries can be directed to Cllr M.S Visser @ 053 203 005/8 during office hours.

E. Closing Date: 11 October 2024.

F. DIRECTIONS TO APPLICANTS

In order to meet the needs of the Thembelihle Municipality, applicants must conform to the following requirements:

1. Must be in possession of the prescribed defined minimum qualification.
2. Willing to be subjected to an interview, proper screening process and thorough evaluation process.
3. Thorough reference check will be conducted.
4. Applying for this post, you automatically grant the municipality and its subsidiaries access and to access your information and permission to conduct verification of qualification, credit and criminal record verification in terms of the POPI Act.
5. The successful candidate will be required to disclose all financial interests, signed an employment contract and an annual performance agreement.
6. All applications must be submitted with a detailed CV, certified ID Copies and Qualifications which is not older than 6 months.
7. The attachment of standard application form for Municipal Managers and Senior Managers reporting directly to the Municipal Manager which is available from the municipal website of the municipality ([Section 56 Application Form for Senior Managers](#))
8. All applicants who previously applied (Notice 1/2024) are encouraged to re-apply again on the prescribed application form for Senior Managers
9. Applications must be hand delivered or send via courier service.

HON.M.S Visser
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